

17 August 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Report for
the Week of 7 August

1. Information Science Training

We have reached 19, the quota of CIA employees to attend the first of the new courses under the aegis of OTR at the Defense Intelligence School. Other members of the Community will fill the remaining nine places. Evidence is strong that there will be no problem since in the recent week we have had inquiries from Naval Intelligence, Treasury, and NORAD about the first course and others planned throughout the year.

The first course on Application of Information Science to Intelligence Functions, now four weeks, is scheduled to begin on 11 September. This course is presently scheduled to be given a second time in March. If requirements mount, we may have to consider fitting an additional running

into the present schedule. The fiscal year's schedule includes two other courses, each to be given twice: the one-week Management Science for Intelligence and the three-week Survey of Intelligence Information Systems.

A brochure outlining the three courses has been prepared in OTR and is being printed by the Printing Services Division, OL. It is unclassified and will be distributed to the Training Officers in the Agency and in the Community.

2. Agency Training Record

Copies of computer printouts of the Record have been sent to Training Officers in the Agency. The Record lists OTR, component, and external training taken by employees through June 72 and, as has been the practice, shows that training for the previous seven years. (Each Training Officer has the record of his careerists covering the period prior to the seven-year cut-off.) One printout shows the training according to office of assignment; the second lists the training of employees according to career service. Each senior Training Officer was sent the composite listing of employees in his directorate.

3. Non-Agency Training

25X1A a. [REDACTED] of the Language School is on assignment this week to the National Security Agency to observe the operations of the Language Training Program conducted there. In addition to talking to

the staff, he will visit classes and examine instructional material. All

25X1A of this is the outgrowth of a meeting with [REDACTED] Chief of NSA's

Language School, and two of his civilian support officers held at our

Language School on Tuesday, 8 August. (The meeting was set up by

25X1A [REDACTED] DD/Personnel.) The guests were interested in
learning about CIA's Language Incentive Program, our testing program,
and in general, the Language Development Program itself.

25X1A [REDACTED] presence for the week will increase our understanding of
NSA's language training, with an eye to using some of their teaching
methods with our Communications students, and will expand our liaison
within the NSA facility.

b. Related to NSA's training is the recent assistance provided by
two instructors in the School of Intelligence and World Affairs. Messrs.

25X1A [REDACTED] revised some of the text of the National Security
Agency's training manual: in particular, chapters on CIA, the NIEs,
the NSC system, and the Intelligence Community.

4. Notes

For some years now, the CIA Librarian has offered recessed areas
in the Library for some of the language training we have conducted for
employees in the Headquarters building. Most recently after the Chief
of Support, WH Division, notified the Language School of his not being

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able to locate space within the Division for a class in Spanish, we went back to [REDACTED] the Librarian, and once again he offered assurance 25X1A of space within his province. We mention this here as one form of emphasizing our appreciation to him for his undiminishing assistance to OTR.... A special meeting of the CS Junior Officer Board is scheduled to meet today and tomorrow to interview 20 CTs from the January 72 class for acceptance in the Basic Operations Course scheduled to begin 18 September. The interviews are particularly important because of the keen competition for "slots" in the course, the maximum being 40. The DDP/TRO has indicated heavy requirements among non-CT case officers.... The Office of Logistics has added a new presentation in its series given in "Support Services Review": Trends and Highlights. The presentation will be on Logistics Services Division's support problems and will be given by [REDACTED] 25X1A

25X1A [REDACTED] Chief of the Division.... The Foreign Affairs Executive Seminar which is scheduled to begin on 11 September has four registrants: two from Support, (OL and OTR); one from the DDI (OCI); and one from the CS (FE Division). Three are GS-14s and one is a GS-15.... In the Program Trend Report Analysis on external training, which OTR received from O/PPB, we note that the actual amount spent on the training for FY 72 is

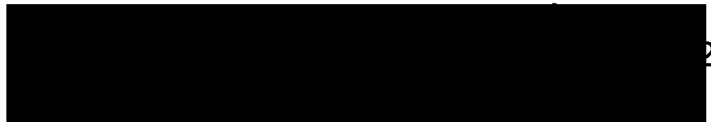
25X1A [REDACTED] ... Last-minute cancellation of General Walters' 10 a. m. meeting of last Friday at the White House permitted him more time for his

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address to the Attache Class at the Defense Intelligence School. After his 50-minute presentation, he remained for informal conversation among the officers and the guests. He has been invited to give the "welcoming" talk to members of the next Midcareer course. The talk is scheduled at 1500 hours on Wednesday, 23 August. If he accepts, we will send him the usual background material on the class and the course.

5. Guest Speakers

None is scheduled for the week of 18 August.



25X1A

HUGH T. CUNNINGHAM
Director of Training